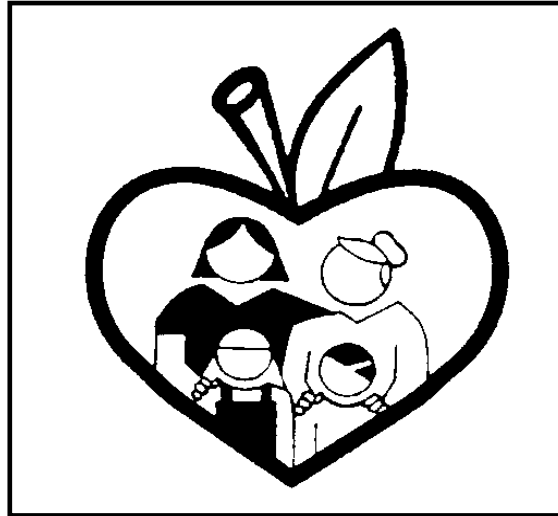


Iowa Child and Adult Care Food Program



Workshops/Conferences
for Center Organizations

Fiscal Year 2010

Child and Adult Care Food Program
Bureau of Nutrition, Health and Transportation Services
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Website: <http://www.iowa.gov/educate>

For CACFP Training Events:
click on "Nutrition Programs" then "Nutrition Training Events" (under "Nutrition Quick Links")

CACFP Workshop Participation

Center organizations participating in the Child and Adult Care Food Program (CACFP) must maintain Program integrity by demonstrating capability, viability and accountability. To assist in meeting these requirements, the Bureau of Nutrition, Health and Transportation Services at the Iowa Department of Education offers CACFP workshops.

At least one representative from a child or adult care institution (owner if the organization is for-profit) interested in participating in the Iowa CACFP is required to attend the "Steps to CACFP Success" workshop prior to starting CACFP participation or when the organization restarts CACFP participation after not participating for a time.

Participation in the "Infant Feeding in CACFP" session is not required if infants are not enrolled in the center. The "Emergency Shelter" session is not required unless there is an emergency shelter program within the organization that wishes to participate in CACFP.

Attendance at the "Steps to CACFP Success" workshop is highly encouraged when CACFP staff responsibilities change or when there are new staff members with CACFP responsibilities.

In addition, all key staff* with CACFP responsibilities at the center must be trained prior to Program operations and receive at least 1½ hours of CACFP related training annually thereafter. The entire "Steps to CACFP Success" workshop or selected sessions is one way to fulfill the annual training requirement. Other state-sponsored CACFP trainings or center-based CACFP trainings also meet staff training requirements. All CACFP training must be documented. See Chapter 7 of the CACFP Administrative Manual for Centers for acceptable documentation and forms.

Board members of non-profit centers are encouraged to attend "Steps to CACFP Success" to learn responsibilities for CACFP participation, and to provide support and assistance for center staff personnel. Board members are also responsible for continuity of CACFP operations and compliance with CACFP federal requirements when there is a change in the CACFP authorized representative (usually the center director).

If you have questions about CACFP workshops, contact:

Janelle Loney

Phone: 515-281-5356

E-mail: Janelle.Loney@iowa.gov

*Key staff who must receive yearly CACFP training are private "for-profit" center owners, staff with CACFP responsibilities including but not limited to administrative and foodservice staff, site monitors (for institutions with more than one site), all teachers/staff with mealtime responsibilities, and volunteers or board members with primary CACFP mealtime and/or decision-making responsibilities pertaining to the claim.

Iowa Department of Education Non-discrimination Statement

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, *et seq.*), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, *et seq.*)

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: OCR.Chicago@ed.gov.

United States Department of Agriculture Non-discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

2010 CACFP Center Workshops

POST NEAR YOUR CALENDAR FOR REFERENCE

"Steps to CACFP Success" Workshop

Reference Manual: "CACFP Administrative Manual for Centers: Steps to Success in the CACFP"

Workshop Hours	Session Topics	Content discussed	Who should attend
8:00 – 8:15 am	Introduction to CACFP Participation	Responsibilities for participating in CACFP and helps you identify your organization type. Reference: Chapter 1.	Current and potential CACFP participants, board members and new center directors.
8:15 – 9:20 am	Menu Planning	CACFP meal patterns, creditable foods, menu planning, and meal service styles. Reference: Chapter 2.	Center food service personnel responsible for planning, purchasing, preparing and serving meals; center directors; and board members.
9:25 – 10:40 am	Food Production Records	Purchasing, preparing and documenting enough food was served to meet requirements; Using the "Food Buying Guide" and completing food production records. Reference: Chapter 2a.	Center food service personnel responsible for purchasing, preparing and serving meals; staff responsible for keeping food production records; center directors; and board members.
10:45-11:00 am	Recommendations	Recommendations for a healthy center environment. Reference: Chapter 2b.	Center directors, board members, staff who plan and supervise meal service.
11:00–11:30 am	Lunch (except for those who operate an Emergency Shelter Program)		
11:00–11:30 am (11:30 – 12:00)	Emergency Shelter Programs (Lunch: Emergency Shelter Programs)	Requirements for Programs providing service to homeless children and homeless families with children who participate in the CACFP. Reference: Appendix A.	Emergency Shelters: new center directors; board members; organizations wanting to participate in CACFP; and staff members responsible for CACFP recordkeeping.
11:30 - 3:00 pm	Recordkeeping	Required CACFP records: income eligibility applications, meal counting and claiming, financial reports, on-line claim procedures, Program supervision, CACFP training, recordkeeping, Civil Rights, and requirements for sponsors of centers. Reference: Chapters 3-10 and Appendix B.	New center directors; board members; organizations wanting to participate in CACFP; and staff members responsible for CACFP daily recordkeeping monthly reports and income eligibility applications.
3:15 – 4:30 pm	Infant Feeding in CACFP	Requirements for feeding and claiming infant meals. References: Appendix C and "Feeding Infants: A Guide for Use in the Child Nutrition Programs".	Center food service personnel and center staff responsible for purchasing, preparing and serving infant meals; center directors; and board members.

"Steps to CACFP Success" Workshop Dates and Tentative Locations:

When an ICN site listed below cannot be scheduled, an attempt is made to find another site within a 30 mile radius.

- 8/11/09** Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Tuesday
Sioux City, Waverly
- 10/21/09** Des Moines and ICN sites: Albia, Spencer, Atlantic, Cedar Falls, Charles City, Davenport, Denison, Fort Dodge, Wednesday
Iowa City, Orange City, Tama
- 12/17/09** Des Moines and ICN sites: Emmetsburg, Calmar, Cherokee, Creston, Fairfield, Hampton, Harlan, Independence, Thursday
Jefferson, Muscatine, Onawa, Oskaloosa
- 3/9/10** Des Moines and ICN sites: Carroll, Clinton, Council Bluffs, Creston, Iowa Falls, Mason City, Mt. Pleasant, Tuesday
Ottumwa, Waterloo, West Union
- 6/16/10** Des Moines and ICN sites: Cedar Rapids, Chariton, Clarion, Corning, Decorah, Dubuque, Marshalltown, Wednesday
Missouri Valley, Sac City, Sheldon, Washington
- 8/17/10** Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Tuesday
Sioux City, Waverly

"Iowa Eligibility Application Q&A" and "CACFP Application Renewal Q&A"

Description: Reviews the basic procedures and common questions regarding the Iowa Eligibility Application. The second part of the workshop will review CACFP application renewal procedures.

Who should attend: Center directors, board members, staff members responsible for CACFP applications and income eligibility applications. Participants can register for one or both of the workshops.

Workshop Hours: Income Eligibility Applications: 8:30 a.m. - 10:30 a.m. CACFP Application Renewal: 10:45 a.m. – 12:45 p.m.

Workshop Date and Location:

- 7/21/09** Des Moines and tentative ICN sites: Burlington, Carroll, Cedar Falls, Clarinda, Council Bluffs, Decorah, Dubuque, Tuesday
Creston, Fairfield, Fort Dodge, Iowa City, Marshalltown, Mason City, Oskaloosa, Rock Rapids, Sioux City, Spencer
- 7/20/10** Des Moines (ICN Locations to be determined). Tuesday

2010 CACFP Workshops General Information

The 2010 CACFP Workshops listed in this flyer are sponsored by the Iowa Department of Education - Nutrition, Health and Transportation Services and are designed for CACFP center staff, board members of non-profit center organizations, and owners of for-profit center organizations.

Cost:

There is no charge for the workshops.

Description of "Steps to CACFP Success":

"Steps to CACFP Success" covers Menu Planning, Food Production Records, Recommendations for a Healthy Center Environment, Emergency Shelters, CACFP Recordkeeping, and Infant Feeding in CACFP. You may register for one or all sessions. If you are new to CACFP, you are required to attend the full day workshop. You do not need to attend the infant feeding session if you do not have infants enrolled in your center(s), and you do not need to attend the emergency shelter segment if you do not have an emergency shelter.

How to register:

Please register using the registration form by mail, fax, phone, or e-mail. ICN site locations may be subject to change. An ICN site will be cancelled if there are no registrations for the ICN site 8 days prior to the workshop. The registration form can be found online at: <http://www.iowa.gov/educate> click on "Nutrition Programs" then "Nutrition Training Events" (under "Nutrition Quick Links").

The day of the workshop:

***NOTE:** Plan to arrive 15 minutes prior to the start of the workshop.

There will be a 30 minute lunch break during the daylong workshops. We recommend bringing a sack lunch because of the short lunch break and since the ICN location may not be near a food source.

The room temperature varies from one ICN site to another. We suggest dressing in layers of clothing so you can adjust for your comfort.

If you have problems seeing or hearing at your site, contact the ICN staff in the building at your site.

Your responsibilities as a workshop participant:

You are responsible for learning your organization's CACFP responsibilities and for sharing the requirements with board members and staff when you return to your organization.

Individual ICN sites are generally not monitored by a consultant from the Department of Education. To make everyone's experience more productive and enjoyable we ask that you carefully read and follow these expectations for personal conduct:

- Practice common courtesy.
- Do not carry on side conversations during the presentations. This makes it difficult for others to hear.
- Turn your cell phone on silent; do not play games on your cell phone.
- Do not talk on the cell phone in the classroom during the workshop.
- Do not leave in the middle of a presentation except for an emergency.
- Pay attention so you don't have to ask a question that has already been covered by the material presented.
- **You will not receive a certificate if you do not conduct yourself appropriately.** Conduct will be monitored by checking your ICN site visually, from evaluations, and by complaints received.

Certificate:

You must sign the attendance record when you arrive at the workshop (and mark the sessions you attended). Following the workshop, a certificate of attendance will be mailed to you at the address you provided when you registered. You will be notified if you will not be receiving a certificate due to inappropriate conduct.

Watch your mail or our website for additional summer 2010 CACFP workshops:

(There are registration fees for these workshops.)

Adult ICN	September 10, 1009	(Tentative date) sponsored by CACFP
Infant Nutrition	June 24, 2010	(Tentative date) sponsored by WIC and CACFP
Preschool Nutrition	June 25, 2010	(Tentative date) sponsored by WIC and CACFP
CACFP Food Service Short Course	July 7-9, 2010	(Tentative dates) sponsored by CACFP

Iowa CACFP
Workshop Registration Form



Instructions:

Return your completed registration to the address below as soon as possible or at least twenty (20) days prior to the workshop. A confirmation letter including the ICN site address and directions will be mailed to you about a week prior to the workshop. An ICN site will be cancelled if no people have registered 8 days prior to the workshop. Make additional copies of this page if needed. **Please print or type** the name of the workshop, location, date, and person(s) attending for each workshop.

CACFP Agreement Number: _____ Phone Number: _____

- ☐ New to CACFP ☐ Returning to the CACFP after not participating for a time
☐ Currently participating (bring your **new** Steps to CACFP Success Manual to the workshop)
☐ Check if you are participating but still need a copy of the manual: _____ number of copies

Director's Name: _____

Organization Name: _____

Mailing Address: _____ City/State/Zip Code: _____

E-mail Address: _____
 (If available, so we can contact you if there is a change or cancellation)

Type of organization: ☐ Independent Center ☐ Sponsor of Centers ☐ For-Profit ☐ Non-Profit

Type of center participants (Check all that apply): ☐ Infant ☐ Child Care ☐ At-Risk ☐ Homeless ☐ Adult Care ☐ OSHCC

Workshop Session (am, pm, infant or all day)	Location	Date	Name(s) of Person(s) Attending	Job Title (Use an X in the appropriate column)				
				Director	Board Member	Food Service	Teacher	Other (List title)

Return the completed registration form to:

Janelle Loney
 Nutrition, Health and Transportation Services
 Iowa Department of Education
 Grimes State Office Building
 400 E 14th St
 Des Moines, IA 50319-0146

e-mail: Janelle.Loney@iowa.gov
 Phone: 515-281-5356
 FAX: 515-281-6548

This registration form is also on our Website at: <http://www.iowa.gov/educate/> click on "Nutrition Programs" then "Nutrition Training Events" (under "Nutrition Quick Links").

You will receive confirmation of your registration and materials approximately one week before the workshop.

Fold line to mail registration. Tape or staple to close flyer.

Stamp

Janelle Loney
Nutrition, Health and Transportation Services
Iowa Department of Education
400 E 14th St
Grimes State Office Building
Des Moines, IA 50319-0416